

## Instructions

- For each spending category, document the amount of money spent within the category during the reporting period.
- For the Notes/ Explanations fields, please include brief descriptions as noted here:

Recruitment activities: Briefly state the recruitment activity the agency spent money on, e.g., staff time to attend job fair.

Recruitment bonus: Please note in this field whether recruitment/hiring bonuses were offered (i.e., included in advertisements for open positions) and/or paid to new staff. Please note whether bonuses were offered *even if* new staff was not hired and paid the bonus.

Development/Training: Cost of Training: Please state the name of the training or certification program and the number of staff participating.

Development/Training: Cost of Payments to Staff to Participate in Training: Please state the name of the training or certification program and the number of staff participating.

Development/Training: Cost of Stipends Paid to Staff Who Complete Training: Please use this field to note the number of staff who completed the trainings and, if there were multiple trainings that staff participated in during the reporting period, state which trainings staff completed.

Administrative Expenses (not to exceed 15% of total payment): Please use this field to report spending for increased payroll costs (ie, payroll taxes and insurance) that are directly related to the additional compensation for eligible employees.